

STATE DEPARTMENT OF EDUCATION

Idaho 21st Century Community Learning Centers Program
2004-2005 Renewal Application

Grantee Information:

Amount _____

Name: _____

Address: _____

City/Town: _____ Zip _____

Contact Information (Director)

Name: _____

Title: _____

Mailing Address: _____

Telephone #: _____

Fax #: _____

E-mail: _____

Statement From Authorized Representative:

To the best of my knowledge and belief, all of the information and data contained in the Renewal Application are true and correct.

Name of Authorized Representative: _____
Typed or Printed

Signature

Telephone #: _____

E-mail: _____

Fax #: _____

DEADLINE: JUNE 30, 2004

Mail Original To:
Claudia Hasselquist
State Department of Education
21st CCLC Program
P. O. Box 83720, Boise ID 83720-0027
Or 650 W State Street, Boise ID 83702

The 21st CCLC Renewal Application is available on State. Dept. Of Ed. Website: www.sde.state.id.us, under 21st CCLC grants.

W 21st CCLC grant renewal app
03/04

IDAHO 21st CCLC SECOND YEAR RENEWAL APPLICATION

1. Introduction –Idaho grant recipients must submit an annual **Renewal Application** for continued funding.
2. Purpose of Funds – The 21st Century Community Learning Center funds provide opportunities for academic enrichment along with activities designed to complement the students' regular academic program. Community Learning Centers must also offer literacy and related educational development to the families of these students. Your program should document the range of activities and services being implemented to support student learning and development, including but not limited to; tutoring and mentoring, homework help, academic enrichment (such as hands-on math or technology programs) and community service opportunities, as well as music, arts, sports, cultural, and/or other activities.
3. Assurance pages(s) need to be up-dated, signed and dated by each participant. (Pages 4 and 5)
 - ◆ Letter(s) of Commitment should be placed in the appendix.
4. 2004-2005 Center(s) Up-date Table Listing. (Page 6)
5. Program Narrative – (Sections A, B and C) Please limit Program Narrative to a maximum of five double-spaced pages. (Do not include tables/forms in your narrative five-page count.) Please number all pages. (**Note:** PY = Project Year)
 - A. Include a brief narrative review of the original **Needs Assessment, Data Analysis, and Academic Risk Factors** in terms of accuracy, updates, additional pertinent information, or other factors that might have relevance to your project.
 - B. Provide an up-dated **Project Design** narrative in relationship to the goals and objectives and the activities/services being conducted to meet those goals/objectives. (Submit **Plan of Operation Table** – copy is attached, Page 7)
 - C. Include a narrative of your assessment and any changes in the current **Management Plan**.
 - D. Also attach the proposed **Budget Request** for PY 2004-2005 (Page 8). The **Budget Request Form** for the next PY should be included as an attachment with the five-page narrative.
 - E. Include a detailed **Budget Narrative/Justification** for PY 2004-2005 using the Budget Form (Page 10).
 - F. Budget Justification for **Matching/In-Kind Funds Only** (Page 11)
6. Provide a one-page narrative summary of sustainability plans developed to date. Include a discussion of successful partnerships, a list of potential future partners, relationships initiated, and details of those partnerships/relationships that were less successful or less productive than anticipated. Explain plans (if developed or in progress) for modifying and/or improving any existing partnerships, and provide information about the roles of any potential future partners listed in this section.
7. Summarize or address any additional factors that should be considered, either positive or negative, as part of your 21st CCLC renewal application. (One page)

Renewal Applications based on operations for the Program Year 2004-2005 must be received in the State Department of Education, 21st CCLC Program Office no later than 4 PM Friday, June 30, 2004.

**IDAHO 21st CENTURY COMMUNITY LEARNING CENTERS
2004-2005 RENEWAL GRANT APPLICATION**

STATEMENT OF ASSURANCES SIGNATURE PAGE

The applicant(s) for the Idaho 21st Century Community Learning Centers grant hereby assure(s) the Idaho Department of Education that:

- ◆ The applicant(s) is/are an 'eligible entity' for the 21st Century Community Learning Center (21st CCLC) award as such term is defined by federal law (20 U.S.C. 7173(b)) that proposes(s) to serve (A) students who primarily attend-(1) schools eligible for schoolwide programs under section 1114 [20 USGS § 6314]; or (2) schools that serve a high percentage of students from low-income families; and (6) the families of students described in subparagraph (A). Equal opportunities will be provided to persons without discrimination because of race, national origin, creed, age, marital status, sex or disability.
- ◆ The findings of evaluations of programs operated by this applicant during previous years were considered when planning the programs proposed in this application.
- ◆ The activities proposed in this application take into consideration other educational agency and/or community programs in order to assure a coordinated approach and to avoid duplication of effort.
- ◆ 21st Century Community Learning Centers (21st CCLC) Grants will not be used to supplant federal, state or local funds. 21st CCLC grants will not be used to fund ongoing projects or activities.
- ◆ Statistical, financial, and descriptive reports required by the Idaho Department of Education will be submitted in accordance with applicable laws and regulations. Applicants will provide student data in aggregate form for the purpose of substantiating the project's impact on student learning.
- ◆ Income and expenditure records will be audited in accordance with the appropriate auditing standards for that entity (i.e., governmental, non-profit educational organizations) and any additional auditing criteria specified in the grant award. The State of Idaho will have access to the financial records for this project for a period of five complete fiscal years after the conclusion of the project period.
- ◆ A copy of all materials developed using grant funds will be provided to the Idaho Department of Education. The rights to the copyright of all materials produced under the grant are retained by the State of Idaho unless otherwise specified in the grant. The department reserves the right to reproduce and distribute any materials produced in whole or in part with grant funds, in addition to any such rights maintained by the federal government.
- ◆ The applicant has the legal authority to conduct all activities proposed to be funded under the grant.
- ◆ Applicants will adhere to restricted costs and other policies as set forth in the grant application and guidance publications unless waived by SDE. The program will be administered in accordance with all applicable statutes, regulations, program plans and applications.
- ◆ Funds under the program will be used to increase the level of state, local and other non-federal funds that would, in the absence of these federal funds, be made available for authorized programs and activities, and will not supplant federal, state, local, or non-federal funds.
- ◆ Unless otherwise provided by applicable laws or regulations, any personal property or equipment purchased with 21st CCLC grant funds shall be considered the property of the grantee(s). Any other proposed ownership of property or equipment purchased with 21st CCLC grant monies must be stipulated in the grant proposal and is subject to approval by SDE. All maintenance or replacement of any property or equipment purchased with 21st CCLC grant funds will be the responsibility of the grantee(s).
- ◆ The program will primarily target students who attend schools eligible for Title I schoolwide programs and their families.
- ◆ The community was given notice of an intent to submit an application. After the submission, the applicant will provide for public availability and review of the application and any waiver request(s).
- ◆ The transportation needs of participating students are addressed in the application.
- ◆ The proposed program was developed, and will be carried out, in active collaboration with the schools the students attend.

- ◆ The application includes a plan describing how community learning center(s) to be funded through the grant will continue after funding ends (sustainability plan).
- ◆ Program liability insurance will be provided by the applicant(s).
- ◆ If site space is leased from or provided by a sectarian organization, the classes and students shall be physically separated from any religious classes/activities and instruction, and there shall be no religious artifacts, symbols, iconography, or materials on display in the site's entrance, classrooms, or hallways.
- ◆ The applicant will:
 - Enforce any obligations imposed on agencies, institutions, organizations, and other partners responsible for carrying out the program as specified in the application;
 - Correct deficiencies in program operations that are identified through audits, monitoring, or evaluation; and,
 - Adopt written procedures for the receipt and resolution of complaints in the administration of the program.
- ◆ The school district(s) will provide access to pertinent student data to applicant or partnering agencies. The school district(s) and collaborating partners will share data required by the evaluation component.
- ◆ Equitable services will be offered to non-public school students and their families, if those students are part of the qualifying target population.
- ◆ The program will have access to needed space and resources.
- ◆ The program will take place in a safe and easily accessible facility.

Signature of **Primary** Applicant Representative

13. To the best of my knowledge and belief, all information in this application is true and correct. The document has been approved by the board(s) or governing body(ies) of the applicant(s) and the applicant(s) will comply with the assurances listed above if the assistance is awarded. The individual who is authorized by the governing body of the applicant to sign on behalf of the organization should sign below. All co-applicant representatives, must sign the <i>21st Century Community Learning Centers Grant Program Consortia Partners Signature Page (A-26)</i> .		
a. Typed Name of Authorized Representative	b. Title	c. Telephone Number
d. Signature of Authorized Representative	e. Representing	f. Date Signed

All consortia co-applicants (including the primary applicant representative, if representing another entity in addition to the entire consortium) must sign the “Consortia Partners Signature Page” form. Each signature attests to the individual board’s approval of the application, in-kind/matching contributions, and commitment to the assurances. A co-applicant is any group or organization receiving services from, or providing services/resources to, the proposed project.

**IDAHO 21ST CENTURY COMMUNITY LEARNING CENTERS
2004-2005 RENEWAL GRANT APPLICATION FORMS
CONSORTIA PARTNERS SIGNATURE PAGE**

Consortium Renewal Applicant Name _____

<i>SIGNATURE STATEMENT</i>		
14) To the best of my knowledge and belief, all information in this application is true and correct. We are co-applicants in the proposed project. This document and participation in this project have been approved by the board (or governing body) of the undersigned school district(s) or organization(s). We will comply with the statement of assurances if the assistance is awarded.		
a. Typed name of authorized representative	b. Title	c. Date Signed
d. Signature of authorized representative	e. Representing	f. Telephone number
a. Typed name of authorized representative	b. Title	c. Date Signed
d. Signature of authorized representative	e. Representing	f. Telephone number
a. Typed name of authorized representative	b. Title	c. Date Signed
d. Signature of authorized representative	e. Representing	f. Telephone number
a. Typed name of authorized representative	b. Title	c. Date Signed
d. Signature of authorized representative	e. Representing	f. Telephone number
a. Typed name of authorized representative	b. Title	c. Date Signed
d. Signature of authorized representative	e. Representing	f. Telephone number
a. Typed name of authorized representative	b. Title	c. Date Signed

IDAHO 21ST CENTURY COMMUNITY LEARNING CENTERS

2004-2005 CENTER(S) UP-DATE TABLE LISTING

Applicant Name: _____

Program Director: _____

E-mail _____

Center(s) Information:

Center(s) Locations Name of Community	Coordinator's Name & e-mail	Name of building	Age served (Include adults)	Total <u>regular</u> participants	Total number served	Days and Number of hours/week	Summer program No - Yes

2004-2005 IDAHO 21ST CENTURY COMMUNITY LEARNING CENTER OPERATION TABLE

Develop project objectives focus on each of three areas:

- ◆ Measurable student learning outcomes in one or more core academic areas
- ◆ Social benefits and positive behavioral changes; and
- ◆ Family and community involvement

Include an objective concerning program attendance and student participation (define regular attendee)

Project objectives must indicate:

- ◆ who will be served,
- ◆ the behavior or target performance expected,
- ◆ the conditions under which the behavior will be performed, and
- ◆ the degree or criterion on success

Applicant Name _____

Objective	Annual Expectation of Progress	Activities To Achieve Objectives	Time Frame for Activities	Personnel Required	Resources Needed	Primary Evaluation Strategies

Applicant Name _____

IDAHO 21st CENTURY COMMUNITY LEARNING CENTERS

2004 – 2005 Budget Request

Grant Financial Period: ☐ July 1, 2004 - June 30, 2005

Year Two 2004-2005 Payout Amount \$_____

	Budget/Application	
	Application request	
	Project – Year Two	
Budget Categories	Grant Request Amount Approved	Matching/In-Kind Funds
1. Personnel		
2. Fringe Benefits		
3.Travel/Professional Development		
4. Equipment		
5. Supplies		
6. Transportation		
7. Purchased Services		
8. Evaluation (4% set aside for ID Mgmt./Eval System)	0	0
9. Other/Licensure		
10. Total Direct Costs (1-9)		
11. Total Indirect Costs		
12. Total Costs (10 & 11)		

Carryover *is not* to be included in the Renewal Application Budget Request.
A revised 2003-2004 Carryover Report Form will be addressed separately.

IDAHO 21st CENTURY COMMUNITY LEARNING CENTERS

2004-2005 SECOND YEAR BUDGET JUSTIFICATION FORMS (requested grant amount and matching/in-kind)

Instructions –

General Instructions: For each budget category, break down the costs anticipated for the Program Year. These projections should reflect your best estimates for each category. A **budget narrative** should be included for each cost explaining how the cost was determined.

For example under **Personnel**,

You may list a *Project Director* and explain the basic duties and responsibilities of the position and exactly how compensation will be calculated. (Monthly or annual salary; hourly rate times hour per day – days per week – number of months, etc.)

Applicant _____

Year 2 (2004-2005)

IDAHO 21st CENTURY COMMUNITY LEARNING CENTERS
2004-2005 GRANT ANNUAL BUDGET NARRATIVE/JUSTIFICATION
(FOR GRANT FUNDS ONLY)

The following form must be used to summarize specific expenditures on the Year 1 budget summary request.

Year 2 Budget period: ☐ July 1, 2004 - June 30, 2005

BUDGET CATEGORIES	EXPLANATORY NOTES & JUSTIFICATION (INCLUDE CALCULATIONS)	GRANT FUNDS
1. Personnel		
2. Fringe Benefits		
3. Travel/Professional		
4. Development		
5. Equipment		
6. Supplies		
7. Transportation		
8. Purchased Services		
9. Evaluation		
10. Other/Licensure		
11. Total Indirect Costs		
12. Total Costs		
Subtotal for this page		
Grand Total		

Applicant Name _____

Year 2 (2004-2005)

**IDAHO 21st CENTURY COMMUNITY LEARNING CENTERS
2004-2005 GRANT ANNUAL BUDGET JUSTIFICATION
(FOR MATCHING/IN-KIND FUNDS ONLY)**

The following form must be used to summarize specific expenditures on the Year 1 budget summary request.

Year 2 Budget period: ☐ July 1, 2004 - June 30, 2005

BUDGET CATEGORIES	EXPLANATORY NOTES & JUSTIFICATION (INCLUDE CALCULATIONS)	IN-KIND/ MATCHING
Subtotal for this page		
Grand Total		

APPENDIX

Letter(s) of Commitment